

LTF Laptop Access

Prior to entry, all wireless capabilities must be disabled in the machine's BIOS and will remain disabled while at the LTF. If the laptop is equipped with a web camera it must also be disabled.
The laptop will not be plugged into any network port.

An antivirus scan of the drive's contents must be performed by a LTF Staff IAT II before the device enters the LTF. Antivirus must be up to date within seven days of the end of visit. The device will be scanned and logged in or out every time it is taken from and returned to the LTF.
If for any reason the LTF cannot configure a device as described above, that asset will not be allowed within the facility; no exceptions.

Authorized By _____

Laptop Make _____

Model and Serial Number _____

Reason for Access _____

Antivirus scan completed and Date _____

Virus definitions file version _____

Date	Time In	Time Out	Wireless Disabled	Bluetooth Disabled	Camera Disabled

Printed Name _____ **Signature** _____

IAM/Maintainer _____ **Signature** _____